



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACLOG-ENG

6 September 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army North Atlantic Treaty Organization (USANATO) Brigade
Policy Letter #38, Conduct of Cyclic and Sensitive Item Property Inventories

1. **Purpose:** To establish policy for conducting cyclic sensitive item and government property book inventories in the United States Army North Atlantic Treaty Organization (USANATO) Brigade.
2. **References:** Army Regulation (AR) 735-5 "Policies and Procedures for Property Accountability" and AR 710-2 "Supply Policy Below the National Level."
3. **Applicability:** This policy applies to all subordinate battalions, companies and detachments assigned or attached to the USANATO Brigade and the Brigade HHC.
4. **Objectives of Cyclic and Sensitive Item Inventories:**
 - a. To ensure uninterrupted oversight on a 12 month cycle of 100 % of government property assigned to, leased to, or used by USANATO Brigade.
 - b. To eliminate the instances of lost property and reduce the time elapsing between loss of property occurring and the property loss being re-established, adjusted, or otherwise accounted.
 - c. To streamline and simplify procedures of property accountability by dividing the total property into manageable increments.
 - d. In the case of sensitive item inventories, to provide the proper regularly recurring oversight and stewardship of items designated as sensitive.
5. **Concept:** The Commander, USANATO Brigade directs all companies and detachments to conduct monthly cyclic and sensitive item inventories. The Commander, USANATO Brigade will retain the authority to authorize any exceptions allowing inventories at time periods other than monthly.
 - a. Unit company level commanders will adhere to the timelines for conducting cyclic inventories outlined in AR 710-2, DA PAM 710-2-1, Chapter 9 and this Policy Letter #38.

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b. USANATO Brigade G-4 Property Book Officer (PBO) will track completion of company cyclic and sensitive item inventories and report the status of completion at the first scheduled Command and Staff meeting immediately following the 5th of the month.

c. Subordinate battalion S-4s and Commander, HHC will report receipt of LINs/NSNs identified for monthly cyclic inventories and conclusion of the cyclic and sensitive item inventories to the G-4 PBO no later than the last working day of the month. This report, in writing, will include a statement of discrepancies and corrections. Negative reports stating discrepancies or corrections are required.

d. Commander's Critical Intelligence Requirements for the Brigade Commander concerning cyclic and sensitive item inventories are as follows. Units will report CCIR and all relevant information through the G-4 PBO/OIC.

(1) Any inventory currently overdue established timelines (i.e. delinquent past the end of the month).

(2) Any inventory where circumstances exist that will likely prevent the inventory from being completed within established timelines.

(3) Any inventory where there is discovery or disclosure of theft, gross/criminal negligence or willful misconduct that results in missing property.

(4) Any requests for extensions to inventory deadlines.

6. **Cyclic Inventory Program Description:**

a. Unit company and detachment commanders will receive before the 5th of the month a list of 10% LINs/NSNs to be inventoried in the month and to be completed by the last working day of the month. All sensitive items under control of the company or detachment will be inventoried monthly.

b. Unit commanders may appoint in writing a "dis-interested party" in the grade of SFC or above, a GS-12 or above, or a commissioned or warrant officer to conduct the 10% inventory or sensitive item inventory. The individual conducting the inventory may not be the using hand-receipt holder for the equipment in the 10% inventory or sensitive item inventory.

c. Individuals conducting the inventory will complete the physical count and serial number verification with sufficient time to allow notification through the respective Battalion S-4 and the G-4 PBO. This notification must arrive at the G-4 PBO NLT the last working day of the month.

d. Correction of discrepancies and re-establishment of accountability for any lost or missing property will begin immediately upon discovery of loss or requirement of adjustment.

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7. **Cyclic Inventory Timelines:** (Ref AR 735-5 and USANTO Policy Letter #38)

- a. 1-5 calendar days of the month: Units receive listing of items to be inventoried.
- b. 1-5 calendar days of the month: Company/detachment commanders appoint "dis-interested" responsible individual, if needed, to conduct inventories.
- c. 25th calendar day of the month (approx): inventory complete.
- d. Next to last working day of the month: Battalion S-4 notified of inventory conclusion.
- e. Last working day of the month: Notification made to G-4 PBO on status of inventories.

8. **Inventory Officers:** Inventory Officers may be appointed in writing to conduct a cyclic or sensitive item inventory. At a minimum they will be in the grade of Sergeant First Class or above, a DA Civilian in the grade of GS-12 or above, or a warrant/commissioned officer. The inventorying officer will not be the primary hand-receipt holder of the property to be inventoried. In all cases, commanders will ensure that no conflicts of interest exist to prevent the inventory officer from rendering a complete and accurate inventory.

9. **Responsibilities:** Responsibilities for personnel associated with the cyclic and sensitive item inventory process are outlined in DA PAM 735-5, AR 735-5, AR 710-2, and this Policy Letter #38.

a. Commanders:

(1) Commanding officers will ensure that the Inventory Officer receives the list of items to be inventoried.

(2) Commanding officers will ensure that the Inventory Officer is not assigned duties to conflict with the conduct of the inventory and personnel owning the property to be inventoried are present and display the property to be counted.

b. G-4 USANATO Brigade PBO:

(1) Responsible for the effective implementation and oversight of procedures to re-establish accountability for loss or damage of government property within USANATO Brigade.

(2) Maintains roster of inventories completed and underway. Briefs the Brigade Commander on completed and delinquent inventories.

(3) Advises the Commander on status of CCIRs dealing with inventories.

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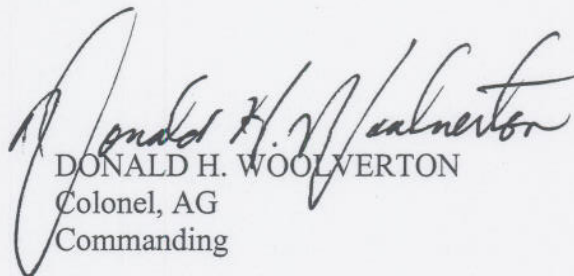
(4) Assists the subordinate unit S-4s in implementing programs and materials to assist cyclic and sensitive item inventories.

c. Battalion S-4s:

(1) Assist unit level commanders in implementation of cyclic and sensitive item inventories.

(2) Report cyclic and sensitive item inventory progress and completion to G-4 PBO.

10. **Conclusion**: The goal for all leaders in the USANATO Brigade is to be efficient stewards of government property entrusted to their care and use. Property is to be safeguarded and periodically inventoried to maintain accountability. Loss of accountability is prevented by an effective implementation of cyclic and sensitive item inventories. I expect the utmost support and commitment to this program.



DONALD H. WOOLVERTON
Colonel, AG
Commanding

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